

**Embassy of the United States of America
Foreign National Student Internship Program
2011-2012 Academic Year**

U.S. Embassy Tashkent is pleased to announce the Foreign **National Student Internship Program** to fill one internship position in the Public Affairs Section.

The internship is unpaid and does not offer benefits or give entitlement to future employment. The intern student will be retained under a Gratuitous Service Agreement.

The internship gives students an excellent opportunity to work in an international organization, to improve their English skills, and to develop event planning/program management skills through active involvement in various embassy programs.

The internship will be offered in the following office:

Educational Advising Center (1 position)

Duties:

- (1) Assisting EAC clients with advising resources;
- (2) Signing up EAC visitors via telephone and email;
- (3) Helping EAC advisor maintain the EAC client database;
- (4) Helping EAC staff with EAC outreach activities;
- (5) Downloading, printing and making copies of documents;
- (6) Helping clients to research and fill out applications to U.S. Universities;
- (7) Other duties as required.

Students must meet the following criteria to be eligible for the program:

- ✓ Be at least 18 years old
- ✓ Have graduated from secondary school or specialized secondary educational establishment
- ✓ Be currently enrolled not less than half-time in a higher educational institution in Uzbekistan – either Bachelor's degree or Master's degree
- ✓ Be in a good academic standing at the current educational institution
- ✓ Have good computer/internet and customer service skills
- ✓ Be able to communicate in English, Russian and Uzbek
- ✓ Provide written permission from the educational institution
- ✓ Be a legal resident of Uzbekistan

Applicants must be able to work for at least 6 consecutive months from **13:00 to 17:00** Monday through Friday.

Interested applicants must complete the enclosed forms and email it to the Embassy Human Resources Section at personnel@usembassy.uz by **COB March 14, 2012**. Indicate **“EAC Student Internship program”** in the subject line of all e-mails.

The application forms are also available online at the Embassy's website <http://uzbekistan.usembassy.gov/>

*For the further information on the program please call the Embassy Human Resources Section
at 120 54 50.*